

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, JULY 15, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Meeting of July 8, 2009
2. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT** – Mark Winchester, Garage Service Attendant
Staff report prepared by Sal Ambriz, Personnel Analyst
3. **REQUEST TO EXTEND REASSIGNMENT FOR REHABILITATION** – Carlos Rivers, Clerk Typist
 - a. Communication from Suzanne Mason, Director of Human Resources
 - b. Staff report prepared by Deborah McCluster, Personnel Analyst
4. **ORDER OF LAYOFF**
 - a. Communication from Patrick West, City Manager
 - b. Staff report prepared by Diane Dzodin, Administrative Officer
5. **BULLETIN** – Personnel Analyst
6. **EXAMINATION RESULTS**
Civil Engineer
Construction Inspector
Environmental Specialist Associate
Recreation Assistant
Sr. Program Manager - Water
Water Treatment Operator
7. **EXTENSION OF EXPIRING ELIGIBLE LIST (6 months)** – Special Services Officer
8. **RETIREMENTS**
Teresa Corrigan/Clerk Typist II/Parks, Recreation & Marine (27 yrs., 3 mos.)
Nancy Lewis/Public Health Nurse III/Health (32 yrs., 8 mos.)
9. **DISABILITY RETIREMENT** – Linda Greene/Administrative Aide/Parks, Recreation & Marine (18 yrs., 8 mos.)
10. **RESIGNATION** – Natalie Beam, Department Librarian/Library (4 yrs., 8 mos.)
11. **MANAGERS' REPORT**
12. **NEW BUSINESS**

13. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

9:00 A.M. - DISMISSAL APPEAL 30-D-78

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
JULY 8, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, July 8, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Melinda George, Deputy Director, Acting Secretary
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of June 24, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Haubert abstained, as he was not present.

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that Suspension Hearing 29-S-78 minutes of May 27 and June 17, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Infelise abstained, as he was not present.

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that Dismissal Hearing 25-D-78 minutes of June 24, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Haubert abstained, as he was not present.

**REQUEST TO EXTEND
PROVISIONAL APPOINTMENT:**

**KIMARIE VESTRE/EVENTS COORDINATOR/PARKS
RECREATION AND MARINE**

The Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst, requesting Commission approval to extend the provisional appointment for Kimarie Vestre, Events Coordinator for 150 days, until an eligible list is established. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the request to extend the provisional appointment for Kimarie Vestre be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST TO EXTEND
PROVISIONAL APPOINTMENTS:**

**GWENDOLYN CASTRO AND CLAUDIA ESCOBEDO
ASSISTANT ADMINISTRATIVE ANALYSTS/HARBOR**

The Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst, requesting Commission approval to extend the provisional appointments for Gwendolyn Castro and Claudia Escobedo, Assistant Administrative Analysts for 150 days, until an eligible list is established. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the request to extend the provisional appointments for Gwendolyn Castro and Claudia Escobedo be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

EXAMINATION RESULTS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Animal Health Technician (Amended Test 4) – 26 Applied
3 Qualified
Civil Engineering Assistant – 14 Applied, 14 Qualified
School Guard – 102 Applied, 77 Qualified
Senior Project Manager – Water – 2 Applied, 2 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Airport Operations Specialist
Building Maintenance Engineer
Civil Engineer (1/14/09)
Public Health Professional
Systems Technician (1/14/09, 1/28/09)

RETIREMENTS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Randall Norton/Gas Field Service Representative/Gas & Oil
Patricia Hameta/Special Services Officer/Police
John Davies/Police Sergeant/Police
Ronald Stines/Refuse Operator/Public Works
Gary Wantz/Airport Operations Assistant/Airport
Greg Bess/Senior Combination Building Inspector/Community Development
Michael St. Jean/Public Health Professional/Health

DISABILITY RETIREMENT:

WILLIAM ARTHUR/POLICE LIEUTENANT/POLICE

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

RESIGNATION:

ALAN TRAN/GARAGE SERVICE ATTENDANT/PUBLIC WORKS

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject resignation be received and filed. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, introduced Hire-a-Youth Program workers Angela Collins and Melissa Miller, to the Commission, and indicated that they would be working through the end of August in the Employment Services and Certification Divisions of Civil Service.

Melinda George, Deputy Director, informed the Commission that Caprice McDonald, Personnel Analyst, attended a law enforcement job fair on Saturday, June 27,

2009, hosted by Sixth District Councilmember Dee Andrews.

Caprice McDonald, Personnel Analyst, briefed the Commission regarding the job fair.

On behalf of Mario Beas, Executive Director, Acting Secretary Melinda George acknowledged the following employees for Perfect Quarterly Attendance:

Donna de Araujo	Caprice McDonald
Marilyn Hall	Sharon Hamilton
Suanne Swan	Beatriz Lacerda
Melinda George	Diane Dzodin
Judith Dias	Rob Pfingsthorn

Ms. George also presented a Quarterly Recognition Award to Caprice McDonald for the outstanding job she did in the administration of the Fire Boat Operator examination, and stated that Rob Pfingsthorn, Personnel Analyst, would also receive a Quarterly Recognition Award for providing technical assistant to the department and administration of the Administrative Aide examination.

Diane Dzodin, Administrative Officer presented a Quarterly Recognition Award to Beatriz Lacerda and Suanne Swan for the excellent job they did on the order of layoff.

ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.


MELINDA GEORGE
Acting Secretary

MG:meh

1 **DATE:** July 15, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Sal Ambriz, Personnel Analyst *ja*

4 **SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – MARK**
5 **WINCHESTER, GARAGE SERVICE ATTENDANT**

6 The Civil Service Commission approved the provisional appointment of Mark
7 Winchester to the classification of Garage Service Attendant on March 19, 2008. Staff
8 is requesting Commission approve an extension of this provisional appointment that
9 will expire on July 17, 2009, to meet the staffing needs of the Fleet Services Bureau –
10 Towing Operations, Public Works Department.

11
12 Garage Service Attendant recruitment closed on July 6, 2009 with examinations
13 scheduled to begin in next few weeks and an eligible list anticipated in August 2009.

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15 This provisional appointment is critical to sustaining the customer service demands at
16 the towing operation that generates revenue for the City. The Towing Operations
17 Division is a 24-hour operation and it is essential to have qualified staff available to
18 meet staffing needs. A 150 business day extension of this provisional appointment will
19 allow sufficient time for the Civil Service Department to complete the Garage Service
20 Attendant examination process and for the Public Works Department to make
21 selections for permanent appointments.

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23 It is recommended that Commission approve the extension of the above reference
24 provisional appointment, pursuant to Section 49 of the Civil Service Rules and
25 Regulations.

1 The Public Works Department and Mr. Winchester have been informed that this item is
2 on today's agenda and support this request.

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PERSONNEL ANALYST

Job Number: 118

SALARY RANGE:

\$1,898.00 to \$2,580.00 Biweekly

\$4,126.00 to \$5,609.00 Monthly

Applications Available: 7:30 a.m. to 4:30 p.m., July 17, 2009 through July 24, 2009.

Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., July 24, 2009. Postmarks will not be accepted.

REQUIREMENTS TO FILE: A bachelor's degree from an accredited four-year college or university with a major in Public or Business Administration or a closely related field (proof required)* and two years of recent full-time professional personnel or administrative experience in the public sector that required the applicant to obtain a general knowledge of all or most of the following areas: test development and validation, job analysis, classification and compensation, equal employment opportunity including Americans with Disabilities Act, recruitment, labor relations, employee training and development and general personnel administration. Additional related experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the position. A Master's degree in Public or Business Administration or a closely related field may be substituted for one year of the required experience (proof required). *

Ability to: effectively communicate both orally and in writing; effectively work with others; effectively operate a personal computer including Internet, database and word processing software; perform mathematical computations, and plan and organize work efficiently.

A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of selection interview.

***Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m. July 29, 2009.**

EXAMPLES OF DUTIES: Under direction, performs increasingly difficult and responsible duties relating to various aspects of personnel administration; interprets the Personnel Policy and Procedures, MOU's, Equal Employment Opportunity Plan, Civil Service Rules and

(examples of duties continued) Regulations, Salary Resolution, Personnel Ordinance and other relevant documents; develops and prepares personnel policies and procedures; prepares and presents written and oral reports; develops, compiles and analyzes statistical data and surveys; conducts special studies, audits, projects and investigations; researches, compiles and evaluates job analysis information and test validation data; performs classification audits, studies and analyses, and makes recommendations; develops and coordinates outreach recruitment resources and activities; prepares classification specifications; prepares, schedules, coordinates and administers a variety of employment examinations, including those in the public safety promotional series; develops, conducts and coordinates training and development programs; may prepare or assist in the preparation of a departmental budget; may supervise subordinate personnel; and performs other related duties as required.

SELECTION PROCEDURE: Screening of candidates will be conducted on the basis of applications and required supplemental applications submitted. Candidates must clearly describe how they meet the stated requirements. Only those candidates showing the strongest backgrounds in a comparative analysis will be invited to participate in the examination process.

EXAMINATION WEIGHTS:

Supplemental Application	Qualifying
Evaluation of Writing Skills.....	20%
Appraisal Interview.....	80%

A minimum rating of 70 must be attained in each part of the examination. Certification by score bands will be considered based on an analysis of test results. This examination will be conducted using the continuous examination procedure. The resulting eligible list will remain in effect for at least six months. Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

The examination will be scheduled shortly after close of filing. If you have not received notification by August 3, 2009, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request to (562) 570-6202.

J.O.B. 118-09 (E48AN-09) CM (PERSONNEL ANALYST)